

Residential Care Services (RCS)
Operational Principles and Procedures for
Adult Family Homes (AFHs)
LICENSING INSPECTIONS

MEDICATION SERVICE

I. Purpose

To provide the Licensors with an overview of the AFH's medication services in the delivery of medications, storage, and documentation; and
To determine if residents are receiving medications as ordered.

II. Authority

[RCW 70.128.090 \(1\)](#)

[RCW 70.128.130 \(6\)\(a\)\(b\) \(10\)](#)

III. Operational Principles

- A. Observation and data collection regarding medications are resident outcome oriented, focusing on the following:
 - 1. Storage of medications
 - 2. Medication delivery system
 - 3. Resident rights observed regarding medications
 - 4. Review of documentation

IV. Procedures

The Licensors will:

- A. Interview the provider or caregiver staff to determine if there will be an opportunity to observe medication services during the inspection.
- B. Discreetly observe throughout the inspection, with the resident's permission obtained as needed, medication service/assistance.
- C. Take every opportunity to observe staff during medication assistance/administration or follow-up on any medication issue identified by the resident during the interview
- D. If issues or outcomes are identified regarding medication services during interviews and observations, review medication logs for documentation of residents receiving medications and supplements as ordered and note findings.
FORM I (Medication Review Form)
- E. Review comprehensive sample resident records for correct identification of medication needs on the assessment and negotiated care plan.
- F. For the two comprehensive resident reviews, reconcile the prescription, if available, the medication bottle label, and the MAR. **FORM I (Medication Review Form)** If discrepancies are found, the review may be expanded to two more resident files.
- G. If it is identified that a resident does not require assistance with medications (through interview, observation or from the resident assessment and/or negotiated care plan) observe the resident to determine if the resident is capable of safely managing their medications independently.
- H. Observe the medication storage area.

RCS OPP FOR AFHS
LICENSING INSPECTIONS – MEDICATION SERVICE

- I. Document medication storage and observation of medication pass. **FORM D (Environmental Tour)**
- J. Document review of medication log and resident interview regarding medication services. **FORM I (Medication Review Form)**
- K. Obtain further data through interview and/or record review to support or invalidate the issue or concern.

INFORMATION AND ASSISTANCE

- A. General:
 - 1. An observation alone does not necessarily confirm deficient practice - dig deeper and follow up.
 - 2. Observe medication service/assistance ongoing throughout the inspection process, noting staff technique, staff to resident interaction and resident response.
- B. Medication storage:
 - 1. Prescribed and over the counter (OTC) medications are kept in locked storage.
 - a. Medications are stored in original containers or in organizers with labeling identifying resident name, name(s) of medication, and dosage and frequency
 - b. Locked storage is provided for medications taken independently by the resident
- C. Medication system:
 - 1. Review medication record with staff
 - 2. Observe for:
 - a. Delivery system to ensure resident obtains medication
 - b. Correct medication and dosage for the correct resident
 - c. Medication is given at the correct time
 - 3. Identify whether the level of medication assistance and administration is appropriate
 - 4. Observe staff to resident interaction for communication with residents and assistance provided
 - 5. Observe resident response and ability to take medications safely and appropriately
- D. Nurse delegation:
 - 1. Identify if any residents are receiving nurse delegation for medication administration. **FORM C (Resident and Caregiver List)**
 - a. If problems are identified, include a review of documentation addressing the training and designation of delegation duties in administrative record review and interview. **FORM G (Administrative Record Review)**
- E. When to call the Field Manager:
 - 1. If you are a long-term care surveyor and if you identify an issue or discrepancy.
 - a. The Field Manager or designee will determine if a nurse needs to join you to complete the medication review in the home.



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Date